

County of Santa Cruz

INVITES YOU TO APPLY FOR:

CHIEF BUILDING OFFICIAL

(Chief Building Inspector)

Supplemental Questionnaire Required

Open and Promotional

Job # 24-TP9-01

Closing Date: Friday, November 15, 2024

Salary: \$10,083 – 13,476 / Month

Recruitment & Retention Incentive: \$35,000*

More information on last page under Employee Benefits



County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general direction, plan, organize and direct the Building Section of the Community Development & Infrastructure Department; provide policy guidance and direction in accordance with applicable laws, regulations, and ordinances; and perform other work as required. Act as the Building Official for Santa Cruz County.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of experience supervising or administrating building permit programs.

Special Requirements: License/Certificate/Registration/Professional Membership Requirements: Possession of a valid California Class C Driver License, or the ability to provide suitable transportation, which is approved by the appointing authority. Certification by the International Code Council/ICC as a Building Inspector **AND** one of the following specialty certifications: **Plumbing Inspector, Mechanical Inspector, Electrical Inspector, or Building Code Accessibility Usability Specialist**. Within two years of the date of hire, must obtain certification by the California Building Officials (CALBO) as a California Building Official.

Knowledge: Thorough knowledge of the uniform codes affecting building inspection; construction methods, building materials and tools and safety standards; and State and County regulations relating to the technical requirements for building permit applications and collection of fees for same. Working knowledge of



principles and practices of supervision and training; and seismic and energy considerations in the design and construction of buildings and structures. Some knowledge of the principles and practices of organization, management and budgeting; the application of data processing to building inspection operations; and the functional responsibilities of a local planning department.

Ability to: Plan, organize and direct a comprehensive building permit plan check and building inspection program; plan, organize, direct and evaluate the work of staff; formulate, interpret, explain and advise on specific building codes, ordinances and administrative order requirements; formulate, interpret, explain and advise on specific codes and ordinances relating to the processing of building permit applications; establish and maintain effective relationships with those contacted in the course of work; analyze complex technical and administrative problems, develop sound recommendations, and implement solutions; conduct difficult inspections, enforce regulations and detect deviations from approved plans and specifications; analyze, interpret and check complex building plans and specifications; coordinate the Building Permit plan check and Building Inspection program with other Planning sections, County departments and other agencies; write effectively, prepare concise reports and speak effectively before groups; perform field inspections in environmental conditions such as broken or hilly terrain and construction sites; and learn to input, access and analyze data using a computer.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

CHIEF BUILDING OFFICIAL – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Provide an example of a situation when you have made a determination about whether a project under construction is in accordance with the building permit and whether or not construction may continue. Include a description of your role, the parties you interacted with, how the case was resolved, what you learned and if you would do anything differently based on the experience.
2. Describe your approach to developing recommendations for and making presentations to appeal bodies such as a Building Appeals Board, City Council and/or Board of Supervisors, or to other groups.
3. Describe your understanding of and approach to making decisions about proposed use of alternate methods.

EMPLOYEE BENEFITS:

***\$35,000 RECRUITMENT & RETENTION INCENTIVE** – over the course of three years (an initial payment of \$15,000 followed by two one-year retention payments of \$10,000 each).

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com